



NNEDV
NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

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**Full-Time, Non-Exempt Position Available:
Transitional Housing and Positively Safe Coordinator at the National Network to End Domestic Violence**

The National Network to End Domestic Violence (NNEDV) is a social change organization dedicated to creating a social, political, and economic environment in which domestic violence no longer exists. NNEDV advocates for law, policies, and funding to address domestic violence, and provides training, technical assistance, education, and support to state/territory domestic violence coalitions, as well as local domestic violence, sexual violence, and stalking programs, transitional housing programs, and the general public.

NNEDV is deeply committed to creating and sustaining an organizational culture that values diversity, inclusion and equity and envisions an organization that reflects the rich cultural diversity of the community. In pursuit of this vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms.

NNEDV seeks a highly organized and detail-oriented **Coordinator** to plan and operationalize logistics of national and regional trainings and meetings, as well as webinars, track grant expenses, prepare government reports, and provide intensive administrative support to both the Transitional Housing and Positively Safe teams. This is a great opportunity for a committed team player to work in a dynamic, fast-paced environment.

The Coordinator for the Transitional Housing team will help implement NNEDV's programmatic initiatives and work to build the capacity and effectiveness of recipients of grants for transitional housing for survivors. The Coordinator will also provide part time administrative support to the Positively Safe team, which explores the intersection of HIV and domestic violence. This position includes substantial event planning and administrative duties, and the ideal candidate is highly dedicated and resourceful, committed to creating positive social change, and passionate about domestic violence issues.

RESPONSIBILITIES

- Planning and managing logistics for in-person training events and meetings, including but not limited to hotel procurement, contract negotiations, on-site event management, and handling interpretation and other accessibility requests
- Tracking grant expenses, including analysis of training and meeting expenses and preparation of Department of Justice conference request and report forms
- Assisting NNEDV staff in creating and completing technical assistance projects, including webinars, e-learning modules, and resource development
- Scheduling meetings and providing logistical support to the Transitional Housing and Positively Safe teams

- Handling administrative tasks, including expense reports and other internal documentation and meeting notes
- Managing consultants and contracts, handling logistical supports for all meetings
- Developing materials; drafting announcements, fact sheets, and programmatic updates for transitional housing grantees and the Positively Safe team
- Working with translators and interpreters to create language accessible training spaces
- Working as a collegial member of the NNEDV team, collaborating with other NNEDV programs and staff
- Advancing NNEDV's commitment to racial equity and inclusion on all levels, internally and externally a part of its core mission, ensuring that work is coordinated, effective, survivor-centered, and rooted in racial justice

REQUIRED SKILLS, EDUCATION, AND QUALIFICATIONS

Coordinator position requires 2 years of relevant work experience.

A successful candidate will possess:

- Significant experience with administrative tasks
- Excellent computer skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook) and video conferencing (Zoom, Adobe Connect)
- Strong communication skills, both oral and written
- Meticulous attention to detail
- Excellent writing, editing skills, and proofreading skills, including a strong grasp of grammar, punctuation, and copy editing
- Excellent time and stress management skills
- Strong interpersonal skills
- Experience with scheduling and event planning
- Creative and resourceful problem-solving skills
- The ability to:
 - Follow through on assignments
 - Work both quickly and thoroughly with attention to detail
 - Work independently without immediate supervision and as part of a collaborative team
 - Manage tasks under tight deadlines and handle multiple projects
- Knowledge of domestic violence
- Willingness to advance NNEDV's commitment to racial equity and inclusion on all levels, internally and externally as part of its core mission, ensuring that work is coordinated, effective, survivor-centered, and rooted in racial justice

DESIRED SKILLS AND QUALIFICATIONS

- Knowledge of federal grant requirements
- Knowledge of Trauma-Informed Care, Voluntary Services, and/or Housing First Models

LOCATION

This position is DC-based, which offers a flexible and collegial working environment in our offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro. At the time of this posting, NNEDV is in remote status. NNEDV is telework-ready and the position may initially start based at home as needed during the COVID-19 pandemic.

TO APPLY

Send: 1) cover letter; 2) resume; and 3) short writing sample to Teresa Lopez at thousingjob@nnedv.org. Please combine the three application components listed here into a single PDF and attach to your email. Please copy and paste your cover letter into the body of the email.

Applications that do not contain all of the required items will not be considered.

Applications received by January 6, 2022 will be given priority; however, the position will remain open until filled.

No U.S. mail or faxes please.

SALARY

- This is a full-time, non-exempt position.
- Minimum starting salary for the Coordinator is \$50,000, adjusted based on experience.

BENEFITS

- NNEDV pays the entire cost for each employee's Health (HMO plan), Dental, Life, and Short-Term and Long-Term Disability Insurances.
- NNEDV contributes 3% to each employee's 401k retirement plan (no match required).
- NNEDV provides 18 paid holidays (including the last full week of each year), three weeks of annual leave, and 10 days of sick leave each year.
- NNEDV also offers vision insurance at a nominal cost.

We value a diverse workforce and an inclusive culture. NNEDV encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.